



City of Lawton City Hall Rental Fees

Daily Rates: W/O Weekend Fee	Rental Fee	Cleaning Deposit	Weekend Fee	Total
Atrium	\$225.00	\$225.00	N/A	\$450.00
Auditorium Lobby <i>Excludes small meeting rooms</i>	\$250.00	\$250.00	N/A	\$500.00
Banquet Hall up to 100 guests	\$350.00	\$350.00	N/A	\$700.00
Banquet Hall Over 100 guests	\$450.00	\$450.00	N/A	\$900.00
Auditorium	\$500.00	\$500.00	N/A	\$1,000.00
Tables (per table in advance/per table after set up	Advance \$7.00 per table	After set up \$10.00 per table		
Chairs (per chair in advance/per chair after set up	\$1.75 per chair	\$2.50 per chair		
Electronic Equipment: Projector 1, 2, 3 microphone, Sound System	\$20.00 per item per day			
Daily Rates: Including Weekend Fee				
Atrium	\$225.00	\$225.00	\$150.00	\$600.00
Auditorium Lobby <i>Excludes small meeting rooms</i>	\$250.00	\$250.00	\$150.00	\$650.00
Banquet Hall up to 100 guests	\$350.00	\$350.00	\$150.00	\$850.00
Banquet Hall Over 100 guests	\$450.00	\$450.00	\$150.00	\$1,050.00
Auditorium	\$500.00	\$500.00	\$150.00	\$1,150.00

- Lawton Public School (LPS) activities shall receive priority placement subject to scheduling availability. The above fees are waived for official LPS events.
- **Daily rate is assessed for rental use of City hall from 8:00 am Monday – 5:00 pm Friday excluding holidays.**
- **Weekend rate is assessed for rental use of City Hall from 5:00 pm Friday -11:00 pm on Saturday. \$50.00 will be charged toward the deposit for any part of each hour beyond 11:00 pm. There are no rentals on Sunday's, or during official City recognized holidays.**
- All or part of the cleaning/damage deposit may be retained for damages resulting from scheduled event and/or for incompleteness of all rental obligations. Cleaning/Damage deposits are refundable upon successful completion of rental obligations. It should also be noted that when the Banquet Hall is rented at the "up to 100 person" rate, but the final tally of attendees exceeds 100, the additional fee shall be applied and taken out of the deposit. Lessees should be aware that it takes two to three weeks to process refund checks.
- If Lessee cancels the event less than 60 days before the date for which it is reserved, \$50.00 of the deposit is non-refundable.
- In the event that the cleaning/damage deposit is not sufficient to cover charges, such as potential damages/cleaning incurred by the City, the City will first repair any damage and/or complete needed cleaning and then invoice the lessee and/or responsible parties as authorized by the Building Lease Agreement.

Occupancy: Atrium 250

Auditorium Lobby 130

Banquet Hall 300

Auditorium 400



**City Hall
Conference Room Rental Rates
Monday – Friday from 8am – 5pm**

Meeting Rooms	Occupancy	Rental Rate	Cleaning Deposit	Total
Executive Conf. Rm. 3 rd Floor	25	\$175.00	\$175.00	\$350.00
South Conf. Rm. 2 nd Floor (Also known as Fishbowl)	15	\$150.00	\$150.00	\$300.00
Mayor's Conf. Rm.	15	\$250.00	\$250.00	\$500.00
C201 – Conf. Rm. #2 North Side of Second Floor	20	\$75.00	\$75.00	\$150.00
C200 – Conf. Rm. #3 Behind auditorium	20	\$75.00	\$75.00	\$150.00

***PLEASE CALL (580)581-3301 TO MAKE RESERVATIONS OR RECEIVE
ADDITIONAL INFORMATION.***